

MEMORANDUM FOR ALL MILITARY MEMBERS ENTITLED TO TEMPORARY LODGING ALLOWANCES (TLA)

Departing TLA Requirements

Air Force

- Air Force Members living on base are authorized up to 4 nights of outgoing TLA. The amount of days approved will be based on the Port Call Date.
- The request for reimbursement will be processed at the Housing Office and will need the following documentation: orders, Port Call Date, Final inspection date, AF 594 showing base housing has been cleared, and the receipt from billeting.
- If staying off-base, a non-availability statement will be required when filing TLA claims. Members are allowed to pay in advance to avoid having to file a claim on the flight date.
- If residing off-base, AF members are authorized up to 10 nights of outgoing TLA, based on the TMO pack out dates.
- The member must show the Off-Base Clearance Package, proof of clearing the off-base quarters, in order to file the TLA claim. This form must be hand stamped by the agency.
- The required documents needed to file a claim if living off-base are receipts, orders, TMO dates, off-base address, date cleared, and clearance package.

USMC/USN/USA

- USMC, USN, and USA personnel are authorized up to 6 nights of outgoing TLA. The amount of days approved will be based on the Port Call Dates.
- The servicing finance office is the approving official for all TLA claims (S1, PSD, PAC).
- The member must show the AF 594 clearing quarters or the off-base clearance package and provide orders and billeting receipts.

All civilians will report to their servicing CPO office for reimbursement for TQSA.